

## AMS CHANGE REQUEST (CR) COVERSHEET

**Change Request Number:** 16-36

**Date Received:** March 24, 2016

**Title:** Text changes to list relocation of 2 forms from AMS FAST to RECO Acquisitions Professions Portal

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**Initiator Name:** James Pappadeas

**Initiator Organization Name / Routing Code:** Policy, Planning, and Performance, ALO-200

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**Guidance and Policy must be submitted with separate CR coversheets.**

- Policy
- Procurement Guidance
- Real Estate Guidance
- Other Guidance

### **Summary of Change:**

Two forms (**6.5.1 Real Estate Contracting Officer Warrant Request Form** and **6.5.2 Real Estate Contracting Officer/Specialist Training Form**) are moved from the Acquisition Management System (AMS) FAST website to the RECO Acquisitions Professions Portal (FAA only). AMS Real Estate guidance is updated to include language that explains how to access these forms and to provide the link to the portal.

### **Reason for Change:**

It was determined that the RECO Acquisitions Professions Portal was a more appropriate and more convenient location for RECOs to be able to access these forms.

**Development, Review, and Concurrence:** ALO-200, WLSA, ELSA & CLSA

**Target Audience:** Real Estate Contracting Officers

**Briefing Planned:** No.

**ASAG Responsibilities:** None.

### **Section / Text Location:**

AMS FAST Real Estate Guidance sections updated:

- 6.2 RECO/Realty Specialist Certification
- 6.3 RECO/Realty Specialist Training and Development
- 6.4 Real Estate Contracting Officer Warrants
- 6.5 Real Estate Development Forms

FAST Version 04/2016

CR 16-36

p. 1

**The redline version must be a comparison with the current published FAST version.**

I confirm I used the latest published version to create this change / redline

**or**

This is new content

**Links:** [redirect to] [https://ksn2.faa.gov/aa/AcquisitionProfessions/Pages/RECO\\_Home.aspx](https://ksn2.faa.gov/aa/AcquisitionProfessions/Pages/RECO_Home.aspx)  
(FAA only)

**Attachments:** Redline and Final documents

**Other Files:** None.

**Sections Revised: 6.2.1, 6.2.2**

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[6.2 Real Estate Contracting Officer/Specialist \(RECO/S\) Certification](#) Revised 1/2015

[6.2.1 Attaining Real Estate Contracting Officer/Realty Specialist \(RECO/Realty Specialist\) Certification](#) Revised ~~10/2013~~ 4/2016

[6.2.2 Maintaining Real Estate Contracting Officer/Realty Specialist \(RECO/Realty Specialist\) Certification](#) Revised ~~1/2015~~ 4/2016

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## **6.2 Real Estate Contracting Officer/Specialist (RECO/Realty Specialist) Certification** Revised 1/2015

RECO/Realty Specialist must meet applicable training and experience requirements to qualify for Level I, II, or III certification. A waiver for additional time to complete certification requirements may be granted for Level II or III certification.

More information on the competencies, performance indicators, training and certification requirements can be found on the [RECO Acquisition Professions Portal](#) (FAA only).

### **6.2.1 Attaining Real Estate Contracting Officer/Realty Specialist (RECO/Realty Specialist) Certification** Revised 10/2013 4/2016

*FAA Realty Specialist Level I Certification* - The Level I Realty Specialist competencies and certification program is designed to ensure the development of basic and fundamental qualifications and expertise by the acquisition professional. Development at the Level I is the foundation for career progression and is designed to prepare qualified personnel to progress to positions of increasing responsibility.

At Level I, RECO/Realty Specialist should be exposed to the basic and fundamental real estate procedures and documents. The employee performs a progressive range of responsibilities. For further information see [RECO Acquisitions Professions Portal](#) (FAA only) for performance indicators at each level, including a variety of basic and/or routine real estate assignments under the close direction of a more experienced professional and/or manager or team lead. There is no warrant issued for achieving Level I certification. Level 1 Realty Specialists are prohibited from signing contracts or any other document that obligates the Government.

*FAA RECO/Realty Specialist Level II Certification* - At Level II, the focus is on the ability of the RECO/Realty Specialist to apply specific skills and knowledge obtained previously to consummate real estate transactions. A Level II RECO/Realty Specialist performs multiple, varying, and progressively complex real estate functions with limited direction. Some projects may require competence in working across functional and/or organizational lines. The Level II RECO/Realty Specialist acts as an individual contributor and/or member of a team and may perform leadership functions for small projects/programs or other work activities. The RECO/Realty Specialist also develops experience and demonstrates progressively advanced competence in planning and completing assignments. Level II certified RECO/Realty Specialist have a limited warrant based upon the manager's assessment of competencies, experience and completed training. Level II RECO/Realty Specialists granted warrants use the official title of "Real Estate Contracting Officer" when signing contracts.

*FAA RECO/Realty Specialist Level III Certification* - A Level III RECO/Realty Specialist should have an in-depth knowledge of the entire real estate acquisition process. The Level III RECO/Realty Specialist is considered a subject-matter expert in the discipline of real estate who provides leadership for highly complex and challenging activities with minimal direction. The Level III RECO/Realty Specialist may act as a principal specialist to develop new and innovative approaches, methodologies,

and techniques, and as a leader to define and direct challenging projects/programs/activities. The Level III RECO/Realty Specialist identifies and resolves challenging problems or issues which often cross organizational boundaries and impact the accomplishment of strategic objectives. Level III certified RECO/Realty Specialist may be issued up to an unlimited warrant based upon the manager's assessment of competencies, experience and completed training. Level III RECO/Realty Specialists granted warrants use the official title of "Real Estate Contracting Officer" when signing contracts.

### **6.2.2 Maintaining Real Estate Contracting Officer/Realty Specialist (RECO/Realty Specialist) Certification** Revised 1/2015 4/2016

All RECO/Realty Specialists, regardless of whether they have a warrant or not (Level I/II/III), are required to maintain technical proficiency through the successful completion of a minimum of 80 hours of continuous learning points (CLP) of real property training and development during the two year recertification period. Each hour equates to a continuous learning point (CLP). The RECO/Realty Specialist may accomplish the above requirement through participation in workshops, seminars, symposiums, online and classroom training as well as developmental opportunities to accumulate accredited hours towards CLPs.

All education, training and development information relating to RECO/Realty Specialist personnel is to be entered into the enterprise Learning Management System (eLMS).

Certification must be renewed every two-years. The FAA acquisition certification renewal application can be found ~~in~~ on the ~~AMS guidance section for acquisition career program~~ [RECO Acquisitions Professions Portal \(FAA only\)](#) and is required for submission to maintain certification.

**Section Revised: 6.3.2**

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[6.3 Real Estate Contracting Officer/Realty Specialist Training and Development](#) Added 1/2015

[6.3.1 Training for Initial Certification](#) Added 1/2015

[6.3.2 Training for Recertification or Job Specific Development](#) Added 1/2015 Revised 2016

[6.3.3 Training Prioritization and Delivery](#) Revised 4/2015

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**6.3 Real Estate Contracting Officer/Realty Specialist (RECO/Realty Specialist) Training and Development** Added 1/2015

The ALO organization views training and development as a strategic investment in the workforce and seeks to:

- Use competency based, instructionally sound, and cost-effective methods that promote organizational learning.
- Promote employee career development efforts and build the knowledge and skills of the workforce necessary to increase organizational productivity and efficiency.

**6.3.1 Training for Initial Certification** Added 1/2015

The Acquisition Career Management (ACM) and Aviation Logistics Office (ALO) organizations have established required training for each level of Realty Specialist certification that can be found on the [RECO Acquisitions Professions Portal](#) (FAA only). All levels of RECO/Realty Specialist must submit planned training and development activities as part of the certification application process.

**6.3.2 Training for Recertification or Job Specific Development** Added 1/2015 Revised 4/2016

After the initial certification is issued, the RECO/Specialist is given a recertification date. All RECO/Specialists are required to recertify every 2 years including receiving a total of 80 CLPs as outlined in 6.2.2. Requests for specialized training to support continuing competency development or job specific duties can be made using the ALO Real Estate Training Course Request form- **which can be found on the [RECO Acquisitions Professions Portal](#) (FAA only).**

The Real Estate Group Managers will forward signed request forms to the Aviation Logistics Organization, Planning, Policy and Performance Division (ALO-200).

**6.3.3 Training Prioritization and Delivery** Revised 4/2015

Upon receipt of ALO Real Estate Training Course Request, ALO-200 will input the data into a spreadsheet with all of the fiscal year training requests. ALO-200 analyzes and prioritizes the aggregate Training and Development requests based on funding availability and organizational needs. On a monthly basis, aggregate analysis of the training requests will be reviewed with Group Managers to confirm the priority decisions for each RECO/Specialist individual training request in accordance with budget constraints and organizational priorities. Any changes made to priorities will be noted in the database.

The table displayed below summarizes how training requests for RECO/Specialists will be made based upon the receipt of the Training Request Form.

	Overview	Process	Benefits
Training for Initial Certification	<p>RECO/S is assigned training in eLMS based on Certification Level</p> <p>When submitting Certification Application, any missing training is documented on the <a href="#">RECO/S Temporary Waiver for</a></p>	<ol style="list-style-type: none"> <li>1. Each RECO/S is tagged in eLMS with the appropriate certification level (L I – L III).</li> <li>2. A curriculum is assigned to each employee based on the Certification Level and <a href="#">RECO/S Temporary Waiver Request for Training and Development</a>, if required.</li> <li>3. As employees take the required training, courses move to completed status.</li> <li>4. For external courses, employees provide</li> </ol>	<ul style="list-style-type: none"> <li>• Employees have a list of required training in eLMS</li> <li>• Allows ALO to better track required courses and more effectively plan for future courses</li> </ul>

	<a href="#">Training and Development</a>	<p>certificate of completion to Learning Coordinator for recording in eLMS.</p> <p>5. ALO-200 periodically runs reports to know number and location of employees requiring each course.</p>	
<b>Recertification</b>	<p>RECO/S completes the <a href="#">RECO/S Recertification Training Request Form</a> for training related to CLPs and Job Specific Competencies</p>	<ol style="list-style-type: none"> <li>1. RECO/s completes <a href="#">RECO/S Recertification Training Request Form</a> and submits to Supervisor.</li> <li>2. Supervisor reviews for alignment with employee's developmental plans and sends to GM for approval.</li> <li>3. GM approves and submits to ALO-200.</li> <li>4. ALO-200 consolidates and prioritizes results based on funding availability and organizational needs.</li> <li>5. ALO-200 reviews summary priorities during monthly Real Estate Group Manager meetings.</li> <li>6. Training will be approved based on funding availability and monthly meeting input.</li> </ol>	<ul style="list-style-type: none"> <li>• Allows ALO to better track training and travel budgets while minimizing Group Manager responsibility</li> <li>• Provides GM and RECO transparency with monthly updates</li> </ul>

**Sections Revised: 6.4.2, 6.4.6**

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[6.4 Real Estate Contracting Officer Warrants](#) Revised 1/2015

[6.4.1 Real Estate Contracting Officer/Specialist \(RECO/S\) Warrants](#) Revised 1/2015

[6.4.2 Warrant Levels](#) Revised ~~1/2015~~ 4/2016

[6.4.3 Maintaining Warrants](#) Revised 1/2015

[6.4.4 Limitations](#) Revised 1/2015

[6.4.5 FAA Federal Acquisition Executive \(FAE\) Approval](#) Revised 1/2015

[6.4.6 Procedures for Obtaining and Increasing Warrants](#) Revised ~~1/2015~~ 4/2016

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## **6.4 Real Estate Contracting Officer Warrants** Revised 1/2015

### **6.4.1 Real Estate Contracting Officer/Specialist (RECO/Realty Specialist) Warrants** Revised 1/2015

As mentioned above in Section 6.1, the FAA Acquisition Executive (FAE) delegates contracting authority to procurement and real estate Contracting Officers (COs) through a written certificate of appointment, also known as a warrant. This warrant authorizes the employee to legally bind the FAA. A warranted RECO cannot further delegate their warrant authority or "sign for" the name of another RECO. RECOs/Realty Specialists must prominently display the warrant certificate to all customers and stakeholders.

### **6.4.2 Warrant Levels** Revised 1/2015 4/2016

Individuals must be certified and meet the training and experience requirements, as outlined in AMS Policy Section 5, Acquisition Career Program, to qualify for warrants. A waiver for additional time to complete required certification training may be granted. There are two real estate contracting officer warrant levels, Level II (\$250K to \$1M) and III (greater than \$1M to Unlimited) that apply to contracting authority and are given after the RECO's supervisor and group manager determines they have completed the appropriate level of certification. There is no warrant issued for achieving level I certification. The warrant levels align with the RECO/S certification Levels II and III. These warrant levels do not apply to purchase card delegations. The initial warrant level for Level II is set at \$250,000 and can be adjusted incrementally not to exceed \$1M as recommended by the RECO's supervisor who then follows the process set forth below in Section 6.3.6 Procedures for Obtaining and Increasing Warrants. The Level III warrant level is set greater than \$1,000,000 and can be adjusted incrementally to an unlimited level as recommended by the RECO's supervisor who then follows the process set forth below in Section 6.4.6 Procedures for Obtaining and Increasing Warrants. If a waiver for additional time to complete certification training is granted, a warrant may only be issued at the minimum level (\$250,000 for Level II and \$1M for Level III). See [RECO Acquisitions Professions Portal](#) (FAA only) ~~portal~~ for more information.

### **6.4.3 Maintaining Warrants** Revised 1/2015

To maintain one's warrant, FAA acquisition professionals must maintain the appropriate RECO/Realty Specialist certification levels by earning 80 continuous learning points (CLP) of skills currency training every two years. The appropriate Real Estate Group Manager shall monitor the continuous learning requirements of employees with delegated contracting authority (i.e., warrants). If an employee does not earn 80 CLPs every two years, the FAE may terminate or modify the warrant to decrease the dollar and/or specific type of transaction authority.

### **6.4.4 Limitations** Revised 1/2015

Each warrant defines the maximum total dollar and scope limitations of the authority to obligate the United States of America acting by and through the FAA. Warrants may be limited or unlimited. A limited warrant states a total dollar limitation for each transaction. The transaction includes the total contract value, including the base year and all option periods. An unlimited warrant authorizes a contracting officer to execute transactions at any dollar value. In addition to the dollar value, limited

and unlimited warrants must expressly state any limitations to delegated authority (other than limitations set forth in applicable laws or regulations) and state the specific type of real property transaction to which the RECO is authorized to obligate the FAA.

#### **6.4.5 FAA Federal Acquisition Executive (FAE) Approval** Revised 1/2015

All warrants must be approved by the FAA FAE prior to becoming effective.

#### **6.4.6 Procedures for Obtaining and Increasing Warrants** Revised 1/2015 4/2016

(1) The request for a warrant or warrant increase must be prepared using the "Real Estate Contracting Officer Warrant Request" (~~section 6.5 Real Estate Development~~ on the [RECO Acquisitions Professions Portal](#) (FAA only) by the employee supervisor who assesses the qualifications and readiness of the employee and submits the request to the Real Estate Group Manager. The employee's eLMS learning history, a copy of the current RECO/S certification certificate and RECO/S Temporary Waiver for Training and Development, if needed, must be attached to the warrant request form.

(2) The Real Estate Group Manager reviews the warrant request form, the RECO certification certificate and the eLMS history to ensure that the employee meets the training and experience requirements commensurate with certification level. If the Real Estate Group Manager concurs, he or she forwards the nominee's request to the Logistics Service Area Manager (LSAM).

(3) The LSAM reviews the request and supporting documentation for completeness and evaluates the applicant's acquisition experience, training, and evidence of certification. If the LSAM concurs, he or she signs the request and forwards the request to **ALO-200 for review prior to being sent to** the Director of Aviation Logistics Organization (ALO-1).

(4) The ALO-1 will review and forward the request with a recommendation to Acquisition Career Management (ACM) and then finally to the FAA Federal Acquisition Executive (FAE) who will issue a warrant.

**Sections Revised: 6.5**

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[6.5 Real Estate Development Forms](#) Added 1/2015 Revised 4/2016

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**6.5 Real Estate Development Forms** ~~Added 1/2015~~ Revised 4/2016

Forms useful for Real Estate Development are maintained ~~in the Real Estate Templates Library~~  
~~under Section 6~~ on the RECO Acquisitions Professions Portal (FAA only).

~~Real Estate Templates~~